

To Create a Backup of the County “Template” Folder

These steps must be completed by 9 p.m. CST on January 28, 2014

1. From the start menu, select **Computer**
2. Navigate to the **C:\Users\your.name\My Customer Files Toolkit** folder
3. Right-click on the county template folder and select **Copy**
4. Navigate to the **C:\Users\your.name\My Documents** folder
5. Right-click and select **Paste** to copy the county template folder into My Documents

Note: New files saved in the county template folder after this will not be backed up unless these steps are repeated.

To Restore the County “Template” Folder after Toolkit 7 Update

These steps should be completed on or after February 4, 2014

1. Open Toolkit and check out the county template folder
2. Select the county template folder in the list of your checked out folders, click **File**, then **Release Folder Lock**, click **OK** to confirm the action
3. Close Toolkit
4. From the start menu, select **Computer** and navigate to the **C:\Users\your.name\My Customer Files Toolkit** folder
5. Right-click on the county template folder and select **Delete**, click **Yes** to verify
6. Navigate to the **C:\Users\your.name\My Documents** folder, right-click on the county template folder, and select **Copy**
7. Navigate to the **C:\Users\your.name\My Customer Files Toolkit** folder, right-click and select **Paste** to copy the county template folder to this directory